

To Unprotect the FEATS form:

1. Open the FEATS form, and choose “No” when asked if you want to open in read-only mode.
2. Click on the “Review” tab.
3. Click on the “Protect Document” button (last one on the right) and a drop down menu will appear.
4. Check the “Restrict Formatting and Editing” box under “Restrict Viewing Options”.
5. At the bottom of the blue column is a “Stop Protection” button, click it.
6. A dialogue box will pop up asking for you to enter the password, enter the word FEATS in all caps and click “Ok”.

Now you have editing rights. Remember that while you are in this mode, the boxes are in “edit” mode, not “fill in” mode and so the functionality, depending on the box, may be different.

Once you have made the appropriate edits and saved the document, you will want to protect (lock) the form so that your subawardees will be able to enter information into the boxes.

To Protect the FEATS form:

1. The blue column to the right (Restrict Formatting and Editing) should still be open. If not, click on the “Protect Document” button and it will open again.
2. Make sure “2. Editing Restrictions” is checked and the drop down is highlighted on “filling in forms”.

The screenshot shows a Microsoft Word document titled "7363947.docx" with the "Review" tab selected. The "Restrict Formatting and Editing" task pane is open on the right side. The document content includes two main sections: "FUNDING/COST ANALYSIS" and "BUDGET UPDATE".

FUNDING/COST ANALYSIS

8a. Total Assistance Amount Awarded:		8b. Funding Year (Federal Fiscal Year Funds Appropriated)		*9. Amount Spent To-Date:		*10. Amount Reimbursed To-Date:	
11. Match Amount Required		*12. Total Match Amount Spent and Documented To-Date:		*13. Have you experienced any cost overruns or high unit costs?			
*14. What issues or questions do you need the LO Project Manager to respond to?							

BUDGET UPDATE

	15a. APPROVED BUDGET			*15b. SPENT TO-DATE		
	LO (EPA) Funds	MATCH	TOTAL	LO (EPA) Funds	MATCH	TOTAL
Personnel			\$ 0.00			\$ 0.00
Fringe Benefits			\$ 0.00			\$ 0.00
Travel			\$ 0.00			\$ 0.00
Equipment			\$ 0.00			\$ 0.00
Supplies			\$ 0.00			\$ 0.00
Contracts			\$ 0.00			\$ 0.00
Other			\$ 0.00			\$ 0.00
TOTAL DIRECT CHARGES			\$ 0.00			\$ 0.00
Indirect Charges			\$ 0.00			\$ 0.00
TOTAL			\$ 0.00			\$ 0.00

The "Restrict Formatting and Editing" task pane on the right shows the following settings:

- 1. Formatting restrictions:** ☐ Limit formatting to a selection of styles. Settings...
- 2. Editing restrictions:** ☒ Allow only this type of editing in the document: Filling in forms. Select sections...
- 3. Start enforcement:** Are you ready to apply these settings? (You can turn them off later). [Yes, Start Enforcing Protection](#)

At the bottom of the task pane, there is a "See also" section with a link to "Restrict permission...".

3. Then click on the “Yes, start enforcing protection” button.
4. A dialogue box will pop up asking for a password.
5. Type in FEATS
6. Type in FEATS again to confirm password.
7. Now your document is in protect mode.
8. Save your document.